

**Utah Department of Community & Economic Development
Division of Community Development**



PERMANENT COMMUNITY IMPACT FUND BOARD

**PROGRAM DESCRIPTION
&
APPLICATION FORM
(revised February 2004)**

**Permanent Community Impact Fund Board
324 South State Street, Suite 500
Salt Lake City, Utah 84111
(801) 538-8722**

PERMANENT COMMUNITY IMPACT FUND BOARD GRANT & LOAN PROGRAM

(Revised February 2004)

OVERVIEW

The Permanent Community Impact Fund Board (CIB) is a program of the State of Utah which provides loans and/or grants to state agencies and subdivisions of the state which are or may be socially or economically impacted, directly or indirectly, by mineral resource development on federal lands. The source of the CIB's funding are the mineral lease royalties returned to the State by the federal government. The CIB will only fund those applications for funding assistance, which are submitted by an **eligible applicant** for an **eligible project**.

Applicant Eligibility

Utah state statute defines a "subdivision of the state" as being any of the following: counties, cities, towns, school districts, housing authorities, building authorities, special service districts, water conservancy districts, county service areas, special improvement districts, water or sewer improvement districts, and public postsecondary institutions.

Indian Tribes, individuals, corporations, associations, private non-profit organizations are not eligible for financing from the CIB.

Project Eligibility

Utah state statute authorizes the CIB to fund the following types of activities: planning, construction and maintenance of public facilities, and provision of public services.

The CIB's administrative rules further define "public facilities and services" to mean public infrastructure traditionally provided by governmental entities.

All applicants must demonstrate that the facilities or services provided will be available and open to the general public and that the proposed funding assistance is not merely a device to pass along low interest government financing to the private sector. Nothing in the statutory language precludes the CIB from considering the effect of a proposed project on "economic development" or "job creation", as long as the proposed project can be determined to fall within one of the three eligible categories.

PRE-SUBMISSION REQUIREMENTS

Local Capital Improvement List

A consolidated list of the anticipated capital needs for eligible entities shall be submitted from each county area, or in the case of state agencies, from DCED. This list shall be produced as a cooperative venture of all the eligible entities within each county area.

The list will contain a short term (one year) and a medium term (five year) component.

The list shall contain the following items: jurisdiction, summary description, project time frame, anticipated time of submission to PCIFB, projected overall cost of project, anticipated funding sources, the individual applicants' priority for their own projects, and the county area priority for each project. The county area priority for each project shall be developed as a cooperative venture of all the eligible entities within a county area.

Projects not identified in a county's or DCED's list, will not be funded by the PCIFB, unless they address a bona fide public safety or health emergency or for other compelling reasons.

An up-dated list shall be submitted to the Board no later than April 1st of each year. The up-dated list shall be submitted in the uniform format required by the Board.

Public Hearing

The CIB requires all applicants to have a vigorous public participation effort. All applicants shall hold a formal public hearing to solicit comment concerning the size, scope and nature of any funding request to be submitted to the CIB. In that public hearing, the public shall be advised the financing may be in the form of a loan, even if the application requests a grant.

Complete and detailed information shall be given to the public regarding the proposed project and its financing. The information shall include the expected financial impact to the public as user fees, special assessments, or property taxes if the financing is in the form of a loan. The Board may require further public hearings if it determines the applicant did not adequately disclose to the public the impact of the financial assistance.

Association of Governments Notification

All applicants are required to submit to the applicable Association of Governments (AOG) a copy of any proposed application for CIB funding assistance. A copy of any comments made by the AOG shall be attached to the application. The member counties for the various AOGs are:

County	Association of Governments
Box Elder, Cache, Rich	Bear River AOG, 170 N. Main, Logan, Ut. 84321. 435-752-7242
Beaver, Garfield, Iron, Kane, Washington	Five County AOG, P.O. Box 1550, St. George, UT. 84771. 435-673-3548
Summit, Wasatch	Mountainland AOG, 586 East 800 North, Orem, UT. 84097-4146. 801-229-3800
Juab, Millard, Piute, Sanpete, Sevier, Wayne	Six County AOG, 250 North Main, Richfield, UT. 84701. 435-896-9222.
Carbon, Emery, Grand, San Juan	Southeastern AOG, P.O. Box 1106, Price, UT. 84501. 435-637-5444.
Daggett, Duchesne, Uintah	Uintah Basin AOG, 855 E. 200 N. (112-3), Roosevelt, UT. 84066. 435-722-4518.
Morgan, Tooele	Wasatch Front Regional Council, 295 North Jimmy Doolittle Road Salt Lake City, UT. 84116. 801-363-4250.

Division of State History Notification

All applicants are required to submit a copy of any proposed application for CIB funding assistance to the State History Preservation Officer (SHPO) for review and comment regarding the effect of the proposed project will have on any district, site, building structure or specimen that is included in or eligible for inclusion in the National Register of Historic Places or the State Register. A copy of any comments made by the SHPO will be attached to the application form. The SHPO can be contacted at the following address: James Dykman, Division of State History, 300 Rio Grande, Salt Lake City, Utah 84101, (801) 533-3555.

Affordable Housing Plans

In 1998 the State Legislature established a requirement that each municipality and county in Utah develop and adopt a plan for meeting the housing needs of moderate-income persons. The requirements for these plans are contained in Section 10-9-307 UCA (municipalities) and Section 17-27-307 UCA (counties). All applicants are required to submit a brief description of their efforts to meet the affordable housing planning requirements. Additional information regarding these plans may be obtained from: Richard Walker, Division of Community Development, 324 South State, Suite 500, Salt Lake City Utah 84111, (801) 538-8730.

Department of Environmental Quality Review

The CIB and the Utah Department of Environmental Quality (DEQ) have entered into an agreement by which DEQ staff act as technical advisors to the CIB on drinking water and waste water projects. All applicants for proposed drinking water and waste water projects must provide sufficient technical information to DEQ to permit detailed technical review of the project. The CIB will not act on any drinking water or waste water project applications unless such a review from DEQ. Please refer to the [Drinking Water & Waste Water Project Supplement](#) to the application. DEQ contacts for review of CIB applications are listed below.

Drinking Water Applications	Waste Water Applications
Tim Pine Division of Drinking Water 150 North 1950 West Salt Lake City, Utah 84114 (801) 536-4205	Tim Beavers Division of Water Quality 288 North 1460 West Salt Lake City, Utah 84116 (801) 538-6723

FUNDING PROCESS

The CIB reviews applications and authorizes funding assistance on a "Trimester" basis. Meetings are held the first Thursday of each month, except July when no meeting will be held. The initial meetings of each "Trimester" are be "Project Review Meetings". The final meeting of each "Trimester" is the "Prioritization and Funding Meeting". "Prioritization and Funding Meetings" shall be held in April for the First Trimester, August for the Second Trimester and December for the Third Trimester.

The deadlines for submitting applications for each of the Trimesters will no later than the following dates: First Trimester, December 1st; Second Trimester, April 1st; Third Trimester, August 1st.

The process for review of new applications for funding assistance is as follows:

1. Submission of an application to the CIB's staff for technical review and analysis.
2. Incomplete applications will be held by the CIB's staff pending submission of required information.
3. Complete applications accepted for processing will be placed on the next available "Project Review Meeting" agenda.
4. At the "Project Review Meeting" the CIB may either:
 - a. Deny the application;
 - b. Place the application on the "Pending List" for consideration at a future "Project Review Meeting" after additional review, options analysis and funding coordination by the applicant and the CIB's staff;
 - c. Place the application on the "Prioritization List" for consideration at the next "Prioritization and Funding Meeting".

Applicants and their representatives shall be informed of any "Project Review Meeting" at which their applications will be considered. Applicants may make formal presentations to the CIB and respond to the CIB's questions during the "Project Review Meetings".

No funds shall be committed by the CIB at the "Project Review Meetings", with the exception of bona fide emergencies.

Applications for funding assistance which have been placed on the "Prioritization List" will be considered at the "Prioritization and Funding Meeting" for that Trimester. Applications that do not receive funding authorization will be held over for reconsideration at the next "Prioritization and Funding Meeting". Applications that have not received funding authorization after reconsideration will be deemed denied.

FUNDING GUIDELINES

Funding for grants will be limited to a total \$6,000,000 per year or \$2,000,000 per Trimester funding cycle.

Total participation in any given project will be limited to a maximum of \$2,500,000, regardless of grant/loan mix.

Planning and study requests require a fifty percent cash contribution from the applicant.

Solid waste management projects will be funded only with interest bearing loans.

RESTRICTIONS ON SCHOOL DISTRICT AND HIGHER EDUCATION PROJECTS

School District Project Eligibility

Section 9-4-307(1)(d) UCA prohibits the CIB from funding any education project that could otherwise have reasonably been funded by a school district through a program of annual budgeting, capital budgeting, bonded indebtedness, or special assignments.

Public Postsecondary Project Eligibility

Public postsecondary institutions include all state supported public universities, colleges, community colleges and applied technology centers. Applications relating to public postsecondary institutions will fall into two categories, public facilities and public services. The details of the two categories and associated requirements are given below.

1. Public Facilities

Buildings should be funded through the existing budgetary processes available to public postsecondary institutions. The CIB will only consider applications for buildings when extraordinary circumstances indicate CIB participation is appropriate. Applications will require the concurrence and prioritization by the State Board of Regents, the State Board of Education, and other cognizant agencies such as the Division of Facilities Construction Management and the Joint Liaison Committee.

Equipment and systems will be only considered by the CIB when no other regular funding source is available. This type of application should increase the quality and accessibility of educational opportunities available in areas of the state, which are or may be socially or economically impacted, directly or indirectly, by mineral resource development.

Planning or design applications relating to actual building or equipment/systems projects will carry the same requirements as those building or equipment/systems applications. Applicants are advised that for planning or design requests the CIB requires a fifty percent (50.0%) cash contribution by the applicant.

2. Public Services

Section 9-4-305(4)(a) UCA, states the CIB will consider the provision of public services to include contracts funded through public postsecondary institutions for research, education, or public service programs.

These projects should be of direct benefit to impacted counties or their political subdivisions. Applications to the CIB for these types of projects shall be submitted from an impacted county and approved by the county legislative body. General land use plans developed by a public postsecondary institution for an impacted county or its political subdivisions are considered to be a public service program. Applications for studies and research projects should be for practical or applied research directed to immediate accomplishment of traditional governmental services.

Applicants are advised that for public service projects or program requests relating to public postsecondary institutions the CIB requires a twenty percent (20.0%) cash contribution by the applicant.

Applicants are advised that for public service project or program requests relating to public postsecondary institutions the CIB and the State Board of Regents have agreed to a ten percent (10.0%) cap on indirect costs. A waiver of the allowed ten percent (10.0%) indirect costs by the public postsecondary institution may not be counted towards the required twenty percent (20.0%) cash contribution by the applicant.

FORMS & AGENCY CONTACTS

Applicants shall submit their funding requests on the Board's most current application form, furnished by the Department of Community and Economic Development (DCED).

Keith J. Burnett
Fund Manager
Permanent Community Impact Fund
324 South State, Suite 500
Salt Lake City, Utah 84111

Tele: 801-538-8725
FAX: 801-538-8888
kjburnett@utah.gov

Gayle Gardner
Fund Associate
Permanent Community Impact Fund
324 South State, Suite 500
Salt Lake City, Utah 84111

Tele: 801-538-8735
FAX: 801-538-8888
ggardner@utah.gov

WEB SITE

www.dced.utah.gov/pcfcb

PERMANENT COMMUNITY IMPACT FUND BOARD
APPLICATION FORM
(Revised February 2004)

PART A. GENERAL INFORMATION

1. Applicant Agency

Name: _____

Mailing Address: _____

City: _____ County: _____ Zip: _____

2. Presiding Official

Name and Title: _____

3. Clerk/Recorder

Name and Title: _____

4. Contact Person

Name: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____ FAX: _____

5. Engineer/Architect

Name: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____ FAX: _____

6. Financial Consultant

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____ FAX: _____

7. Tax Identification Number: _____

Attach as Attachment #1. This description should cover the following areas:

WHY - A description of why the applicant agency requires CIB financial assistance and what effect *not* receiving the requested financial assistance will have on the proposed project.

1. Type of Funds Requested

5. Other (specify): _____

2. Cost Sharing

***Note: The CIB has limited its' total participation in any given project to a maximum of \$2,500,000, regardless of grant loan mix.**

3. Project Budget

- a. Planning or Feasibility Studies (please describe)

Sub-Total Planning or Feasibility Studies: \$ _____

- b. Engineering Services

Basic engineering services:

preliminary studies, layouts, cost estimates \$ _____

design drawings \$ _____

specifications & contract documents \$ _____

basic representation during construction \$ _____

Special engineering services:

soils investigations \$ _____

land surveys \$ _____

full time construction inspection \$ _____

environmental assessments \$ _____

preparation of O & M manuals \$ _____

water rights investigations \$ _____

other special investigations \$ _____

Sub-Total Engineering Services: \$ _____

- c. Equipment & Facilities

Purchase of existing equipment or facilities: \$ _____

Purchase of new equipment: \$ _____

Land Acquisition, rights-of-way or water rights: \$ _____

Sub-Total Equipment & Facilities: \$ _____

- d. Construction (specify quantity & unit price)

1. \$ _____

2. \$ _____

3. \$ _____

4. \$ _____

5. \$ _____

6. \$ _____

7. \$ _____

8. \$ _____

9. \$ _____

10. \$ _____

11. \$ _____

Sub-total \$ _____

Contingencies _____

Sub-Total Construction: \$ _____

- e. Administration

Administration: \$ _____

Legal: \$ _____

Financial Consultant: \$ _____

Bond Counsel: \$ _____

Sub-Total Administration: \$ _____

TOTAL PROJECT COST: \$ _____

PART D. APPLICANT AGENCY FINANCIAL INFORMATION

1. Current Year Total Budget: \$ _____

2. Current Year General Fund Budget: \$ _____

3. Current and Prior Four Years Property Tax:

Year	Property Tax Rate	\$ Collected

4. General Obligation (G.O.) Debt Structure

a. Assessed Valuation: \$ _____

b. G.O. Debt Capacity*: \$ _____

c. Outstanding G.O. Debt: \$ _____

d. Remaining G.O. Debt Capacity (b-c=d): \$ _____

5. Bonded Debt Summary.

Bonded debt information must be submitted in the format shown on Page 5. The submission of bonded debt information in an alternative format will not be accepted, since it precludes easy reference to the actual debt structure of applicant agencies. Please attach additional pages if there not sufficient columns on a single Page 5 to list all bonded debt issues.

6. Audited Financial Statement.

All applicants must submit a copy of their most recent audited financial statement. If the applicant has previously submitted a copy of the most recent audited financial statement with a separate and different project application during the past 12 months, submission of an additional copy is not necessary.

* County G.O. debt limit is 2.0% of assessed value. City, Town and School District G.O. debt limit is 4.0% of assessed value. Cities of the first and second class may incur an additional 4.0% in G.O. debt for water, artificial lights or sewers. Cities of the third class and Towns may incur an additional 8.0% in G.O. debt for water, artificial lights or sewers.

PART E. PRE-SUBMISSION CHECKLIST

All applicants must meet all the requirements of PART E. Incomplete applications will be held pending completion of the PART E requirements.

1. Consolidated Local Capital Improvement List

Attach the current consolidated capital improvement list as **Attachment #3**.

Projects not identified in a county's or DCED's list, will not be funded by the CIB, unless they address a bona fide public safety or health emergency or for other compelling reasons.

2. Public Hearing

Attach a copy of the public notice and transcript or minutes of the hearing as **Attachment #4**.

3. Association of Governments Notification

Attach a copy of required AOG review & comments as **Attachment #5**.

4. Division of State History Notification

Attach a copy of required State Historic Preservation Office review & comments as **Attachment #6**.

5. Affordable Housing Plan

Attach a brief summary of the applicant's efforts to comply with the requirements of Section 10-9-307 UCA (municipalities) and Section 17-27-307 UCA (counties) as **Attachment #7**.

6. Department of Environmental Quality Review

The CIB and the Utah Department of Environmental Quality (DEQ) have entered into an agreement by which DEQ staff act as technical advisors to the CIB on drinking water and waste water projects.

All applicants for proposed drinking water and waste water projects must provide sufficient technical information to DEQ to permit detailed technical review of the project.

PART F. SIGNATURE

I, _____, the _____
(typed name) (typed title)
of _____

(typed name of applicant agency)

do hereby certify that the above presented information is accurate and correct to my best knowledge and that this application has been authorized by the applicant agency.

(signature)

(date)

Bonded Debt Summary (attach additional sheets as necessary)

BOND ISSUE

PURPOSE: _____
\$ Issued: _____
Interest Rate: _____
Date Issued: _____
Due Date: _____
Bond Holder: _____

BOND ISSUE

PURPOSE: _____
\$ Issued: _____
Interest Rate: _____
Date Issued: _____
Due Date: _____
Bond Holder: _____

BOND ISSUE

PURPOSE: _____
\$ Issued: _____
Interest Rate: _____
Date Issued: _____
Due Date: _____
Bond Holder: _____

CUMULATIVE DEBT SERVICE

Annual Debt Service (P+I)

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____

Annual Debt Service (P+I)

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____

Annual Debt Service (P+I)

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____

CUMULATIVE DEBT SERVICE

Year	\$ Amount
current	_____
+1	_____
+2	_____
+3	_____
+4	_____
+5	_____
+6	_____
+7	_____
+8	_____
+9	_____
+10	_____